



City of North Miami  
776 NE 125 Street  
North Miami, FL 33161  
P: (305) 893-6511 F: (305) 892-8639  
www.northmiamifl.gov

## YOUTH OPPORTUNITY BOARD (YOB) SUMMER INTERNSHIP PROGRAM

### FACT SHEET

The Youth Opportunity Board of the City of North Miami is funded by the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) is once again recruiting income eligible students for placement in paid internships with the City this summer. The internships will allow selected income eligible applicants who meet the below income limits an opportunity to learn and become involved in the workings of local government.

All currently enrolled high school students who are 16 years of age or older (as of May 31, 2017) and are **RESIDENTS OF NORTH MIAMI**, will also have to verify household income and assets. Applicants should plan on working from June 12 through August 4, 2017. **Interns will be paid 20 hours a week and have an opportunity to volunteer additional hours.** Interested students are encouraged to complete and submit a pre-employment application to the Parks, Recreation and Culture Arts Administrative offices, at 12300 NE 8th Avenue, North Miami, FL, 33161. **The Application must be submitted by 4 PM on Monday May 15, 2017.**

### *Household-Size Income Eligibility*

1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
\$39,800	\$45,450	\$51,150	\$56,800	\$61,350	\$65,900	\$70,450	\$75,000

*Effective March 28, 2016 – Established by Federal Guidelines – Subject to Change.*

**COPIES** of the following documents are required to be submitted with your application: (These documents will not be returned to you.)

- Picture I.D. (driver's license/identification card/school I.D.)
- Proof of Residency (**current water bill or FPL bill**)
- Proof of Age (**birth certificate**)
- Proof of Household Income
  - Last 3 consecutive pay check stubs (all house hold members who are 18 and older)

*If unemployed, parents must fill out an unemployment affidavit*  
*If no income, parents must submit a notarized affidavit certifying zero income*
- Recent Tax Returns with corresponding W2
- Resume
- Two (2) Reference Letters

A brief summary of available positions are included with the application packet. It is important to complete all areas of the pre-employment application and attach all necessary supporting documents. Failure to do so may result in you being disqualified from the process. Once all applications have been received and screened they will be sent to the various City departments for each department to arrange an interview with prospective interns.

If you have any questions regarding the program or need additional details, please contact Recreation Supervisor Khalid Salahuddin at, 305-895-9840 Ext: 12604

**\*\* STAFF WILL NOT MAKE COPIES OF REQUIRED DOCUMENTS \*\*BE SURE TO HAVE YOUR COPIES ALREADY MADE FOR SUBMISSION WITH THE APPLICATION**

## **JOB SUMMARIES**

**Building & Minimum Housing:** Under direct supervision of the Building and Minimum Housing Manager, the intern will be responsible for the in-house scanning of permit and land records to include and not limited to permit cards, plans smaller than 11x17, submittal documents, permit cancellation forms, and realty cards in accordance with established standard operating procedures. Preparation and digitization of the current documents for scanning include the removal of staples and paperclips, feeding the documents through a desktop scanner, entering essential metadata into the Laserfiche template, conducting a quality inspection of the scanned images, recycling the file folder for continued use by the office, assembling individual permit sets with a rubber band, filing permit sets in storage boxes, and filling out the destruction log for examination by the immediate supervisor. Coordination to transport the storage boxes to the off-site space may be needed. General knowledge, skills and abilities include lifting and moving storage boxes, utilizing desktop computer to launch and use software, operating scanning equipment, using a QWERTY keyboard for data entry, filing and sorting documents, deciphering document type, verifying information on hardcopy and electronically, collaborating with other employees, following instructions, and seeking assistance or clarification when uncertain about directives.

**City Attorney's Office:** Intern will assist with: filing, mail pick-up, opening mail, hand-delivering documents to several departments in and around City Hall, faxing, photocopying/scanning documents, updating the books (City & County codes); organizing files, preparing storage boxes and logging boxes' content in both Excel & Word. Intern must have minimum computer skills.

**City Clerk's Office:** Intern will assist staff and is required to have a variety of clerical skills such as, but not limited to, photocopying, scanning documents (i.e., business tax receipt applications, etc.), filing, faxing, assisting with answering phones, providing information to residents and customers when necessary, mail pickup and distribution and other related work as well.

**City Manager's Office:** Intern within *City Manager Office* will assist with the day to day operations. The intern will work on special projects, which include but are not limited to the following: generate City advisory board agendas, minutes, and correspondence, assist with the planning and implementation of special presentations, research grant opportunities for various departments, assist with the filing of grant applications and administrative regulations, provide routine office support such as making copies, faxing, answering phones, and preparing correspondence for mailing. Intern within *Public Information Office* will work under the direction and supervision of the Public Information Officers. Intern will have duties which include, but are not limited to the following: update contact information for print and broadcast media (ongoing), update community lists and create a user friendly database, clip newspaper and other publication articles regarding the City of North Miami, gather information for inclusion in Calendar of Events and on website, assist at special events, attend meetings, and miscellaneous tasks as necessary to operate the Public Information Office. Interns must have excellent communication and writing skills and knowledge of Microsoft Office and Internet Explorer.

**Community Planning & Development:** During the summer, the intern will work in all of the divisions within the Department, i.e. Planning, Transportation, Economic Development and Housing. The Intern will assist in a variety of clerical tasks, including but not limited to: filing, opening mail, hand-delivering documents to several departments in and around City Hall; routing plans; photocopying documents; organizing books in the Department's conference room/library; and organizing the office supply cabinet.



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In addition, at times the interns will be asked to ride the Nomi express survey riders and/or observe the bus in various locations and take notes.

**Finance:** Intern will work in various divisions of the Finance Department i.e. Utility Billing, Administration, and Pension. Interns are required to have a variety of clerical skills such as but not limited to photocopying, scanning invoices, filing, faxing, and mail pickup and distribution. Interns need to have good knowledge of business arithmetic.

**Information Technology (I.T.):** Intern will assist records supervisor with transporting of records from different departments to the basement, destruction of retention met files, and storage of current records, lifting, rotating and organizing records. The intern will also perform general clerical duties such as shredding, photocopying documents, sorting interoffice mail, assisting with answering phones, and providing information to residents when necessary. A limited amount of housekeeping is required.

**Library:** Interns will assist with daily operations, reading coaching, programming support for special events, and summer reading programs. Students will learn to do book repair in the Reference and Technical Services Departments. Other duties encompass clerical tasks such as filing, photocopying, scanning, processing of items for circulation as well items no longer suitable for circulation, and designing posters and other artwork. Duties might also include shelving of books, audiovisual materials, helping organize special collections, taking inventory.

**Museum (MOCA):** Interns will work as summer camp counselors in the Creative Arts Camp. They will assist art instructors in setup and cleanup of classroom, help children complete their projects and supervise 35 children during the day. Interns **must** attend an in-service training before they begin their internship at MOCA.

**Office of the Mayor & Council:** Intern will be assisting staff in preparing for community workshops, town hall meetings, and events. Duties will include attending meetings, filing, answering the phone and general clerical duties such as: mail pick up and distribution, typing (good typing skills is essential), organizing office supplies and files, data entry, faxing, photocopying/scanning, and other related work as well.

**Parks and Recreation:** Interns will work as summer Camp Counselors in the various camps and drop-in programs. These duties may include assisting with the supervision of 50+ children during the day, setting up equipment and/or materials for recreation activities, arts and crafts and games. Minor housekeeping of the facility will be asked of interns. Interns **must** attend a camp in-service training and aquatic safety training, before they begin their internship. Intern assigned to the Parks and Recreation Administrative Office duties include customer service, answering phones, coping, and faxing, filing, scanning and miscellaneous office work.

**Personnel:** Intern duties are but not limited to assist in processing applicants for employment; handling employment applications and other personnel forms; assist applicants and answer inquiries about the City job vacancies over the telephone and in person; assist in administering examinations, proctoring exams; input data into computer for applicant tracking system; typing, filing and photocopying/scanning various forms and documents.



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**Police Department:** Interns are to assist various divisions within the Police department with clerical and customer service tasks.

**Public Works:** Interns will have the opportunity to gain experience in two fields of Public works Administration and Building Maintenance. The Interns that are assigned to Administration will have to perform clerical duties but not limited to filing, answering telephones, mail pick up and distribution, typing, and organizing office supplies and files. Intern assigned to the Building Maintenance duties will be but not limited to assisting the Trades Mechanics with painting demolition of office space, carpentry, painting and performing other general maintenance duties.

**Purchasing:** Intern will assist with general clerical duties such as photocopying/scanning, filing, faxing, mail pick-up and distribution, and other related work. Intern will review bid documents and log bids in when bid openings occur. Intern will prepare spread sheets of evaluation forms for bid folders. Computer literacy is required. Intern will assist with City surplus items and assist with procurement programs such as vendor workshops.

**Risk Management:** Intern will be required to perform a number of simple clerical tasks. These include but are not limited to the following: filing, answering the telephones, photocopying documents and files, tallying invoices, retrieving and processing incoming and outgoing mail, faxing, creating new case files, processing files for archiving and organizing various files and records.



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## Youth Opportunity Board Internship Application

Information contained herein shall be used only for the purpose of determining eligibility in the program.  
PLEASE PRINT CLEARLY.

### APPLICANT

First Name:	Last Name:	Middle Initial
Address:		
City:	State:	Zip Code:
Cell Phone:	Home Phone:	E-mail:
School:	G.P.A.:	Grade Completed:

### OTHER INFORMATION

1. Are you at least 16 years of age? Yes ☐ No ☐
2. Are you a U.S. Citizen or lawfully authorized to work in the U.S.? Yes ☐ No ☐
3. Are you related to a City: employee, elected official, or any Board member? Yes ☐ No ☐

If yes, name of relative and relationship to relative \_\_\_\_\_

4. Do you or your family receive government assistance? Yes ☐ No ☐
5. Are you eligible for the free lunch program at school? Yes ☐ No ☐
6. Have you participated in this summer internship program in the past? Yes ☐ No ☐

If yes, in which department? \_\_\_\_\_

7. How many words per a minute to you type? \_\_\_\_\_
8. List any previous job experience.

Employer:	Job Title:	Supervisor
Specific Duties:		

9. List any special skills, talents, or experiences you feel would be relevant.




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**10.** From the following list, please check your top **five** departments that you will be interested in working in.

- |  |   |
|--|---|
| <input type="checkbox"/> Building Department               | <input type="checkbox"/> Office of the Mayor & Council          |
| <input type="checkbox"/> City Attorney's Office            | <input type="checkbox"/> Parks, Recreation & Culture Arts       |
| <input type="checkbox"/> City Clerk's Office               | <input type="checkbox"/> Parks, Recreation & Culture Arts Admin |
| <input type="checkbox"/> City Manager/PIO                  | <input type="checkbox"/> Personnel Administration               |
| <input type="checkbox"/> Community Planning & Development  | <input type="checkbox"/> Police Department                      |
| <input type="checkbox"/> Finance                           | <input type="checkbox"/> Public Works                           |
| <input type="checkbox"/> Information Technology (I.T.)     | <input type="checkbox"/> Purchasing                             |
| <input type="checkbox"/> Library                           | <input type="checkbox"/> Risk Management                        |
| <input type="checkbox"/> Museum of Contemporary Art (MOCA) |   |

**HOUSEHOLD INFORMATION** (Must include **ALL** household members)

	Name	Relationship to Applicant	Age	Date of Birth	Occupation
1		<b>Applicant</b>			
2					
3					
4					
5					
6					
7					
8					
9					
10					